



UNM Residence Hall Contract Terms and Conditions

Additional policies and procedures are detailed in the UNM Residence Hall Handbook published annually and are considered an extension of UNM Residence Hall Contract. The current version of the handbook is available on the Housing website at housing.unm.edu.

1. **ELIGIBILITY:** In order to be eligible to live in the residence halls, a student must be actively enrolled for a minimum of six (6) semester hours (not including audit or removal of incomplete grades) during both fall and spring semesters and must show reasonable progress toward the pursuit of a degree. Exceptions to these eligibility requirements may be granted by UNM Residence Life and Student Housing in its sole and absolute discretion.
2. **RATES:** Housing rates are an addendum to this contract and are labeled “Rates & Payment Schedule” (Attachment A). They are also published online by UNM Residence Life and Student Housing or are available by contacting UNM Residence Life and Student Housing.
3. **NON REFUNDABLE CONTRACT FEE:** The UNM Residence Hall Contract will not be considered without payment of the non-refundable contract fee. The contract fee shall not be refunded to the student.
4. **TERM:** The term of this contract is one academic year and includes room for the fall and spring semesters. Except for apartment-style residence halls (Redondo Village Apartments and Student Residence Center), this contract does not include housing during the University winter recess. Students residing in traditional-style residence halls (Coronado, Alvarado, Laguna/DeVargas, Santa Clara and Hokona) must vacate the halls during the winter recess closure or purchase an additional contract to provide housing during this time on a space-available basis.
5. **SUMMER HOUSING:** Summer session housing is not included in the academic year term and a separate summer housing contract is required. Summer session housing space will be designated in advance.
6. **ROOM ASSIGNMENT:** Insofar as space allows, consideration will be given to an applicant’s choice of residence halls and room type. Residence hall space is first assigned for students renewing their Housing contract from the previous academic year. After renewing residents have been assigned, new residents are assigned in the order of receipt of completed Housing contract and contract fee, as further described in the Rates & Payment Schedule (Attachment A). Room type can be re-designated from a single to a double or double to a triple as warranted by occupancy demands. New applicants may apply for Housing once admitted to the University and upon receipt of a University identification number.
7. **FAILURE TO OCCUPY ASSIGNED ROOM:** Occupancy begins and ends on the published residence hall operating dates unless student takes possession of the room earlier pending pre-approval. Residence hall assignments must be claimed by 5:00pm on the day after classes



begin for the semester. Failure to claim the space by such a time may constitute an automatic termination of the contract, and the appropriate No Show Fee as outlined in the Rates & Payment section (Attachment A) of this contract.

8. **TERMINATION:** The following shall govern termination of this contract.
 - i. **By UNM:** UNM Residence Life and Student Housing may terminate this contract at any time and take possession of student's room:
 - i. if student fails to make any payment when due
 - ii. for breach of this contract
 - iii. if student fails to take occupancy as previously outline in this contract
 - iv. as a consequence of any disciplinary action against the student
 - v. as a consequence of any violation of any law, ordinance, or regulation, located in the Residence Life and Student Housing Residence Hall Handbook and/or in University policy
 - vi. This contract shall automatically terminate if student's enrollment is administratively terminated by the University.
 - ii. **By Student:** Student may terminate this contract once electronically signed by delivering a written notice of termination for the following:
 - i. If such notice is received prior to the date the residence halls open for the fall semester, any room charges made will be reversed to student, less a cancellation charge as specified in the Rates & Payment Schedule (Attachment A).
 - ii. If such notice is received after the date the residence halls open for the fall semester, resident shall be liable for contract release fee as specified in the Rates & Payment Schedule (Attachment A).
 - iii. Student may terminate this contract without penalty in the event of mid-year graduation; not enrolling at the University for the spring semester; or, due to student exchange status, provided that written notice of termination is received by UNM Residence Life and Student Housing no later than the end of the 13th week of class of the fall semester.
9. **RENEWAL or PRIORITY ASSIGNMENT:** Priority assignment is achieved by completing a new contract for the upcoming contract term by the published date. Residents who currently live in Housing are eligible and are assigned based on space availability.
10. **AMENITIES:** UNM Residence Life and Student Housing provides custodial services for cleaning of public areas only. Students are required to keep their living areas clean, safe and sanitary. Each resident must individually furnish own pillow, blanket, personal towels and bed linens. UNM Residence Life and Student Housing furnishes each resident a bed, chest of drawers, desk, chair and closet space. In the residence hall apartments, furniture is also provided for the shared living area and kitchen/dining space.
11. **RESIDENCE HALL COMMUNITY ASSOCIATION:** All residents are automatically enrolled in the Community Association of the hall or complex to which they reside, as well as in the UNM Residence Hall Association. Mandatory social fees are included in the rates.



12. **MEAL PLANS:** Residents may be required by the University to purchase a meal plan based on class status and/or college experience. Requirements and details will be available from the UNM Lobo Card Office or their designee.
13. **PARKING:** Parking permits are required for on campus parking and must be purchased through UNM Parking and Transportation Services (PATS). Cancellation of the Housing contract will result in notification to UNM PATS regarding status of contract.
14. **CHECK-OUT PROCEDURES:** Upon the expiration or early termination of this contract, resident shall follow the check-out procedures as outlined in the Residence Hall Handbook.
15. **DAMAGES:** Resident is responsible for any University property missing from assigned room or damaged beyond normal wear and use. Residents, individually or as a common group, may also be responsible for any University property missing or damaged from the residence hall community common spaces if no responsible individual is identified.
16. **REGULATIONS:** Resident shall observe all laws, regulations, ordinances and University polices. University policies governing residence hall living are contained in the Residence Hall Handbook, which shall be provided to resident upon check-in to the residence halls. Student acknowledges and unconditionally agrees that:
 - i. the University has the right to inspect all rooms, without prior notice or consent, if necessary for inventory, fire protection, sanitation, health, safety, maintenance, or policy enforcement.
 - ii. the University may control, by medical direction, the use of rooms in the event of an epidemic.
 - iii. the University has the right to vacate a resident's living area and require the student to move to other residence hall accommodations.
 - iv. the University has the right to require non-disabled assignees of space adapted or designated for use by the disabled to move to other campus accommodations.
17. **LIMITATION OF UNIVERSITY LIABILITY:** In addition to any other right, limitation or provision available to the University, student agrees that the University shall not be liable for any failure, delay, or interruption in performing its obligations due to causes or conditions beyond its control, or which could not be prevented or remedied by reasonable effort and at reasonable expense. Neither the University nor its regents, officers, agents, or employees shall be liable for the loss, theft, disappearance, damage, nor destruction of any property belonging to, used by, or in the possession of any resident, no matter where such property may normally be kept, used, or stored.



Attachment A

Housing Contract Rates & Payment Schedule

2017-2018

1. The 2017-2018 Academic Year Contract Term takes effect from August 15, 2017 through May 12, 2018. Residence Halls remain open during fall, Thanksgiving, and spring breaks. During UNM winter break, apartment style halls remain open. Students living in traditional halls may purchase an additional contract for the winter break period, on a space available basis. Traditional and Suite style residence halls close December 16, 2017 and re-open on January 11, 2018.
2. As a resident, you will have the opportunity to pay your housing costs through two convenient semester payments placed on your Bursar’s Account at the beginning of each semester. Below is a breakdown of the rates by month, the semester billing, and the total yearly contract rate.

	<u>Monthly Cost</u>	<u>Semester Billing</u>	<u>Contract Rate</u>
Traditional Room: Double Occupancy	\$489	\$2,445	\$4,890
Traditional Room: Single Occupancy	\$559	\$2,795	\$5,590
Traditional Room: Deluxe Single	\$589	\$2,945	\$5,890
Traditional Suite: Double Occupancy	\$509	\$2,545	\$5,090
Traditional Suite: Single Occupancy	\$579	\$2,895	\$5,790
Apartments: Single Apt. Bedroom	\$639	\$3,195	\$6,390

Special Accommodation Rates: Limited number available

Traditional Room, Single Occupancy with bath	\$5,890
Traditional Suite, Single Occupancy with bath	\$6,090
Studio Apartment	\$6,920



Cancellation Policy

CONTRACT CANCELLATION & RELEASE RATES 2017-2018

UNM HOUSING CONTRACT COMMENCES AUGUST 15, 2017

FIRST DAY OF THE FALL 2017 SEMESTER CLASSES IS AUGUST 21, 2017

Any early check in constitutes commencement of the contract and the resident is subject contract release rates verses contract cancellation rates. Contract cancellations may incur a fee, depending on the date of the cancellation.

CANCELING AND NOT ATTENDING UNM FOR FALL SEMESTER: NOT ENROLLED FOR CLASSES ON UNM CENSUS DAY (END OF THE THIRD WEEK OF CLASSES)

Cancellation before contract begins on August 15:

- Cancellation received on or before May 12, 2017 **\$0**
- Cancellation received between May 13 and June 20, 2017 **\$300**
- Cancellation received between June 21 and July 20, 2017 **\$400**
- Cancellation received between July 21 and August 14, 2017 **\$500**

Release after contract begins on August 15 (Never enrolled or withdrawal from the University) **

- On or after contract commencement = \$400 release fee + daily rate

No Show Fee (Failure to claim an assigned room by the first official day of class): **\$610**

CANCELING BUT STILL ATTENDING UNM FOR FALL SEMESTER ENROLLED FOR CLASSES ON UNM CENSUS DAY (END OF THE THIRD WEEK OF CLASSES) OR AT RELEASE

Cancellation before contract begins on August 15:

- Cancellation received on or before May 12, 2017 **\$0**
- Cancellation received between May 13 and June 20, 2017 **\$400**
- Cancellation received between June 21 and July 20, 2017 **\$600**
- Cancellation received between July 21 and August 14, 2017 **\$800**

Release after contract begins on August 15 (Remaining enrolled at the University) **

- On or after contract commencement = \$400 release fee + Daily Rate + 40% remaining contract

No Show Fee (Failure to claim an assigned room by the first official day of class): **\$2,350**

**Please contact the building coordinator for contract release request.



Parent or Guardian Signature Form

This form must be completed and returned to UNM Residence Life and Student Housing for each student under the age of 18 years at the time of application submission to be considered for a Housing assignment.

I understand that by signing this contract, I am entering into a binding contract with UNM Residence Life and Student Housing as outlined by the UNM Residence Hall Housing Terms and Conditions. I have also read and understand the rates as listed in the UNM Residence Life and Student Housing Rates and Payments Schedules which outlines the room rates, cancellation rates and contract release rates. **NOTE:** If you are under the age of 18, guarantor, parent, or legal guardian signature is also required.

_____	_____	_____	_____
Print Student's Name	Student's Signature	Student's UNM ID #	Date
_____	_____	_____	_____
Print Parent or Guardian's Name	Parent's Or Guardian's Signature	Date	

**Please return form to
UNM Residence Life and Student Housing by:**

Fax: 505-277-4712

Mail:

UNM Residence Life and Student Housing
MSC02-1530
1 University of New Mexico 87131-0001

Scan and e-mail: rlshgmt@unm.edu